

<b>Health and Safety Training Needs</b>				
Policy ✓	Code of Practice...	Guidance ...	Procedure...	
Organisation-wide✓			Local...	
<i>Approved by the University Health &amp; Safety Committee</i>				
Chairman	Eliot Glover	Date	29 <sup>th</sup> November 2021	Review date 2024
The purpose of presenting this document to the University Health & Safety Committee				
Standard 3-year review✓		Changes in practice and/or legislation...		New policy document...

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Appendix 1 Training Matrix

## **1. Introduction**

Brunel University London (Brunel) as an employer, and as outlined in its Health & Safety Policy, will provide appropriate training to enable employees to work safely and efficiently. Brunel makes available the following key tools as a minimum to identify, deliver and raise performance in health & safety:

- Health and Safety Induction at both organisational and local level;
- Risk Assessment Training; and
- Performance Development Process.

## **2. Scope**

This procedure applies to employees of Brunel University London.

## **3 Responsibilities in relation to health and safety training needs**

### **3.1 Management**

Managers and supervisors at all levels, and in all disciplines, academic and non-academic, are responsible for ensuring that no member of their staff is deployed to any activity without the necessary health and safety information, instruction and training.

As such, they are responsible for using the tools highlighted above to identify training needs relevant to their role. Such categories shall cover new employees, redeployed, promoted and inexperienced individuals.

This managerial/supervisory responsibility is particularly applicable when a member of staff is asked to undertake duties with which he or she has not previously been familiar and when a lack of relevant information, instruction or training could result in exposure to significant risk.

### **3.2 Staff**

Staff have a duty to take care of their own health and safety and that of others who may be affected by their actions or omissions at work. Staff must therefore use all work items provided correctly; in accordance with their training and the instructions they receive to use them safely.

## **4 Individual requirements overview**

Everyone at work will need some level of training and competence in health & safety. This will be driven primarily by role, responsibilities and type of employment within Brunel. Outlined below, and in Appendix 1, are a guide to ensure the appropriate training is delivered to the appropriate level.

#### **4.1 Senior and Middle Managers**

Senior managers and middle managers need to know their responsibilities and accountability within the law, especially their duties under the Health and Safety at Work etc Act 1974 and any other specific regulations that apply to the Higher Education Sector. They should be able to recognise key health and safety risks related to their work, understand how these risks impact on the business, be able to provide leadership, and plan strategically to minimise these risks.

#### **4.2 Line managers/supervisors**

Supervisors and line managers need to have a comprehensive understanding of their health and safety duties. They need to know how health and safety law applies to them and what the health and safety policy expects of them.

They need to be able to apply their management skills in a health and safety context. Therefore, they need to know about the risks associated with the work they oversee and be able to manage them on a day to day basis. The range of issues includes identifying hazards, assessing and controlling risk, investigating accidents and measuring performance.

#### **4.3 Employees**

Every employee should have a basic understanding of health and safety so that they are not injured, killed or made ill by work, and so that they can comply with the health and safety policy. The key issues include focusing on hazards and risks and improving performance

#### **4.4 Specific Competence – Statutory training**

Along with general levels of competence that all employees and managers need, there are also specific requirements for tasks and work involving specific hazards.

These are highlighted in the relevant legislation (codes of practice and guidance from the HSE) and are specific to the role carried out.

### **5. Induction and Compliance Training**

#### **5.1 Staff**

The Human Resources Department outline the requirements for induction and Compliance Training, for health and safety induction for new staff. Regarding staff without on-line access, the same material is made available for face to face training through the line manager.

Find out more on Induction and Compliance Training [here](#) ;

### **Hourly Paid Lecturer (HPL's)**

In recognising the risk associated with this subset of staff, an appropriate schedule of compliance training shall be completed through an induction arranged by their line manager, in association with the department, welcoming them to Brunel University London within the first 6 weeks of the contract. Contact your [HR business partner](#) for further details covering payment and delivery options.

### **Hourly Paid Workers - Student Workers and other employment options e.g. Invigilators, Temporary Consultants / Contractors**

With a view to addressing the various types of employment options within the University covering Student Workers and balancing the training needs and requirements, the University has produced a Mandatory Compliance Booklet, which all such staff and students shall read and complete the Acceptance Sheet as instructed. Further details and categories of staff can be found @ <https://intra.brunel.ac.uk/s/hr/for-managers/Pages/default.aspx>

Within their College, Institute or Support Area, all new staff, including contractors, consultants, agency staff, and people on work placement, shall receive essential elements of health & safety induction.

This shall include on their first day first-aid, fire and accident reporting arrangements, then outlining the the key hazards and control measures in their specific workplace. New staff should attend the next of the induction sessions scheduled by Organisational Development.

### **5.2 Student Induction**

Colleges should ensure (a) that First Year Undergraduates attend the Brunel's health and safety induction briefing in the undergraduates' first week at Brunel; and (b) that new postgraduates attend a similar session as soon as practicable after arrival. These sessions concentrate on emergency arrangements and general awareness of health and safety aspects of life at Brunel. In addition, Students must receive a local induction to outline key hazards and control measures in their chosen programme.

### **5.3 Visitors**

It is the responsibility of any individual(s) arranging for a visitor to come onto campus to ensure that all relevant College/Institute/Professional Services paperwork is completed and that the visitor is issued with the University [Visitor Information Leaflet](#).

On arrival, visitors should make their way to the Main Reception, located in the Eastern Gateway Building. Reception should be informed in advance so that they can contact the appropriate responsible person when the visitor arrives.

## **6 Specialised Training**

### **6.1 Biological Safety**

First-year Biological Sciences undergraduates are required to attend a biological health and safety induction session prior to undertaking any practical work. For other specific biological safety training, Colleges should contact Brunel's Health, Safety & Environment team for advice ([healthandsafety@brunel.ac.uk](mailto:healthandsafety@brunel.ac.uk)).

### **6.2 Radiation Safety**

No member of the University, student or staff, may work with ionising radiation or with lasers without first registering with the university Radiation Protection Officer (RPO) and then receiving appropriate instruction and training from your Radiation Protection Supervisor. Please contact the Health, Safety & Environment Team for advice ([healthandsafety@brunel.ac.uk](mailto:healthandsafety@brunel.ac.uk)).

### **6.3 Machinery and Equipment - Whether Academic or Non-Academic - and Practical Work in general**

Except as provided in the following paragraph, the operation of machinery and equipment, e.g. woodworking machinery or abrasive wheels, shall be confined to appropriately trained and experienced staff.

Students may carry out practical work and use machinery only when adequately supervised, instructed and authorised by competent academic and technical staff.

### **6.4 "Evac-chair" Operators**

The Health, Safety and Environment Team, and the Security Service are jointly responsible for ensuring that volunteer "evac-chair" operators receive initial training, with refresher training at annual intervals.

## **7 Health and Safety Workshops**

A series of general health and safety workshops are delivered by the Health, Safety & Environment Team and facilitated through [Organisational Development](#); the list of training available is constantly evolving and reviewed on a regular basis to reflect your needs and those of the University.

Colleges, Institutes and Support Areas should contact the Health, Safety and Environment Team ([healthandsafety@brunel.ac.uk](mailto:healthandsafety@brunel.ac.uk)) with any request and/or advice for specialist health and safety training as appropriate to their needs.

## **8. Records**

Colleges, Institutes and Support Areas must maintain records of all local training and briefing sessions that are organised by themselves and attended by staff.

Organisational Development maintain records of all training that they organise and responsible for.

## Appendix 1 Health and SAFETY Training Matrix

Outlined below are the current portfolios of courses delivered at Brunel University London through Staff Development.

Accredited Courses	Delivered and/or organised by:	Suggested Audience
<a href="http://www.brunel.ac.uk/business/Health-and-Safety-training-courses/IOSH-Managing-Safely">IOSH Managing Safely</a>	Health ,Safety & Environment Team	<a href="http://www.brunel.ac.uk/business/Health-and-Safety-training-courses/IOSH-Managing-Safely">http://www.brunel.ac.uk/business/Health-and-Safety-training-courses/IOSH-Managing-Safely</a>
<a href="http://www.brunel.ac.uk/business/Health-and-Safety-training-courses/IOSH-Working-Safely">IOSH Working Safely</a>	“	<a href="http://www.brunel.ac.uk/business/Health-and-Safety-training-courses/IOSH-Working-Safely">http://www.brunel.ac.uk/business/Health-and-Safety-training-courses/IOSH-Working-Safely</a>
<a href="http://www.brunel.ac.uk/business/Health-and-Safety-training-courses/First-Aid-at-Work">First Aid at Work</a>	“	<a href="http://www.brunel.ac.uk/business/Health-and-Safety-training-courses/First-Aid-at-Work">http://www.brunel.ac.uk/business/Health-and-Safety-training-courses/First-Aid-at-Work</a>
Emergency First Aid at Work	“	<a href="http://www.brunel.ac.uk/business/Health-and-Safety-training-courses/First-Aid-at-Work">http://www.brunel.ac.uk/business/Health-and-Safety-training-courses/First-Aid-at-Work</a>
Paediatric Emergency First Aid	“	<a href="http://www.brunel.ac.uk/business/Health-and-Safety-training-courses/Paediatric-Emergency-First-Aid">http://www.brunel.ac.uk/business/Health-and-Safety-training-courses/Paediatric-Emergency-First-Aid</a>
<b>Workshops</b>		
<b>General</b>		
<a href="#">Control of Substances Hazardous to Health</a>	Health ,Safety & Environment Team	Outlined on the Organisational Development website
<a href="#">Display Screen Equipment -Risk Assessment Foundation</a>	“	“
<a href="#">Evacuation Chairs and Evacuation of Disabled or Mobility Impaired Persons</a>	“	“
<a href="#">Fire Extinguisher Training</a>	“	“
<a href="#">Fire Marshal Training</a>	“	“
<a href="#">Fire Safety Awareness</a>	“	“
<a href="#">Risk Assessment</a>	“	“
<a href="#">Risk Assessment Intermediate</a>	“	“

Face Fit Testing	Facilitated by the Health ,Safety & Environment Team (External contractors)	All individuals who require respiratory protection
<b>Building and Construction Related</b>		
Asbestos Awareness	Estates	Please contact Estates
Contractors Site Handbook	“	Staff that work with or engage contractors at work
Construction Design and Management Regulations (CDM)	“	Staff involved in Building and Maintenance work
Legionella Awareness	“	
<b>Specific Courses</b>		
Abrasive Wheels	Facilitated by the Health ,Safety & Environment Team (External contractors)	
Biological Safety Awareness	“	
Laser Safety Awareness	“	Staff working with or planning to work with Lasers
Laser Protection Supervisors	UK Health Security Agency	
PUWER	“	
Radiation Safety Awareness	“	Staff working with or planning to work with Radiation
Radiation Protection Supervisors	“	
Responsible Research	Health ,Safety & Environment Team	
<a href="#">Working with Human Tissue at Brunel</a>	Health ,Safety & Environment Team	Staff working with or planning to work with Human Tissue
<b>Online Courses</b>		
BOC Safe Use of Laboratory Gases	Facilitated by the Health ,Safety & Environment	<a href="https://www.boconline.co.uk/en/services/safety-training/laboratory-gases-workshop/laboratory-gases-workshop.html">https://www.boconline.co.uk/en/services/safety-training/laboratory-gases-workshop/laboratory-gases-workshop.html</a>



	Team (External contractors)	
<a href="#">Health</a> and Safety Compliance Training		<a href="https://intra.brunel.ac.uk/s/StaffDev/Modules/Modules.aspx">https://intra.brunel.ac.uk/s/StaffDev/Modules/Modules.aspx</a>
<a href="#">Display Screen Equipment and Manual Handling</a>		<a href="https://intra.brunel.ac.uk/s/StaffDev/Modules/Modules.aspx">https://intra.brunel.ac.uk/s/StaffDev/Modules/Modules.aspx</a>
<a href="#">Environmental Awareness</a>		<a href="https://intra.brunel.ac.uk/s/StaffDev/Modules/Modules.aspx">https://intra.brunel.ac.uk/s/StaffDev/Modules/Modules.aspx</a>
Alcohol and Drugs		Aimed at students